

Annex 1



**COVID-19 school closure arrangements for
Safeguarding and Child Protection at
The Elms School**

Table of Contents

Front Page	1
Context	3
Key contacts.....	3
Designated Safeguarding Lead	3
Reporting a concern	4
Safeguarding Training and induction	5
Safer recruitment/volunteers and movement of staff.....	5
Online safety in schools and colleges	6
Children and online safety away from school and college.....	6
Guidance for one-to one private online lessons	7
Information for parents and students	7
Please see the following suggested safeguarding guidelines to ensure the sessions are safe for your children:	7
Requirements for pupils, parents and guardians	8
Supporting children not in school.....	8
Supporting children in school.....	9
Peer on Peer Abuse	9
Appendix 1 - Staff Guidelines for Online Teaching	10
Staff Guidelines for Remote Learning	10
Live/Pre-recorded lessons.....	10

Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of The Elms School Safeguarding and Child Protection policy contains details of our safeguarding and child protection arrangements whilst the school site is closed and learning is taking place online.

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Philip Richardson	07377952483	Philip.richardson@elmsschool.co.uk
Deputy Designated Safeguarding Lead	Chris Hattam		chm@elmsschool.co.uk
Headteacher	Chris Hattam		chm@elmsschool.co.uk
Chair of Governors	Nat Hone		n.hone@elmsschool.co.uk
Safeguarding Governor	Susanna McFarlane		s.mcfarlane@elmsschool.co.uk

Designated Safeguarding Lead

The Elms School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Philip Richardson

The Deputy Designated Safeguarding Lead is: Chris Hattam

During the period of school closure, whilst learning is taking place online, a trained DSL (or deputy) will be contactable at any time by either phone or e-mail.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, Safeguard and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to

children in need and/or to carry out statutory assessments at the school.

It is important that all of The Elms staff and volunteers have access to a trained DSL (or deputy). Staff are aware of who the DSL and Deputy DSL are and how to contact them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, including making a report via Safeguard, which can be done remotely.

In the unlikely event that a member of staff cannot access their Safeguard from home, they should email the Designated Safeguarding Lead and Headmaster. This will ensure that the concern is received.

Staff are reminded of the need to report any concern as soon as possible, without delay.

The school will use the anonymous reporting software 'Whisper', for the course of the COVID-19 closure, to allow for concerns to be reported anonymously by children or other stakeholders.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headmaster. If there is a requirement to make a notification to the Headmaster whilst away from e-mails, this should be done verbally and followed up with an email to the Headmaster as soon as is reasonable possible.

Concerns around the Headteacher should be directed to the Chair of Governors:
Nat Hone.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019).

Where new staff are recruited, or new volunteers enter The Elms, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, The Elms will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where The Elms is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The Elms will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

The Elms will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Elms will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. Staff will e-mail the Bursar to confirm their presence on site, should they need to go to school for any reason.

Online safety in schools and colleges

The Elms will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in The Elms Staff Code of Conduct and Acceptable User Policies for staff, parents and children.

The Elms School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Online lessons with children should only take place during the timetabled period. Where possible, 1-to-1 lessons should be avoided, but, if necessary, should only happen as part of a timetabled lesson.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to the timings allocated on the timetable, to allow for the day to run as smoothly as possible.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by The Elms School to communicate with pupils.

Guidance for one-to one private online lessons (Peri, EAL and Learning Support)

[Information for parents and students](#)

The Learning Support, instrumental music and LAMDA teachers attached to The Elms have been investigating the possibilities of online teaching to ensure that your child's creative education can continue now that the School is in a period of temporary closure. We have considered ease of use, connectivity, the ability to share screens, and most importantly how to ensure the continued safeguarding of your child. Safeguarding is just as important when teaching on the internet as it is when teaching in a classroom environment.

[Please see the following suggested safeguarding guidelines to ensure the sessions are safe for your children:](#)

- When not using Microsoft Teams, access to the lesson should always be via a parent or guardian's email, and a link sent by the teacher will take you directly to the site. No online account is required on the part of the pupil.
- A passcode can be created and then required for entry into a teaching room as an additional measure.
- Whilst private teachers affiliated with The Elms will not record lessons, one-to-one lessons can be recorded by parents or guardians. This acts as an additional security feature and has the added advantage that the lesson can be played back to the student during the week which may aid practice and rehearsal.
- Pupils will not have/use their own accounts on online platforms such as Skype or Zoom and are therefore not at any danger of being requested to accept contacts from unknown sources.
- Shared lessons will require the consent of both sets of parents or guardians before they can commence. Parents and guardians should work together to review the

guidelines and consider how best to set up safe lessons online.

Requirements for pupils, parents and guardians

- Online platforms used by EAL, Learning Support, private music and LAMDA teachers are to be used for lessons only and not for other contact, e.g. sharing photos or general messaging.
- It is advisable for a parent to be in the room with the pupil during the lesson. This will be discussed on an individual basis with the parent.
- When learning online, pupils should dress appropriately and use a neutral and suitable background. Pupils who are not dressed appropriately for a lesson or who do not work in a suitable environment can expect for the lesson to be terminated. The teacher will contact parents afterwards to explain the reasons for this.
- Lessons should not take place in bedrooms.
- If a student behaves inappropriately it may be necessary to take further action if this happens, just as you would with a face-to-face lesson. Pupils are reminded of the expectations of behaviour set out in the Pupil Acceptable Use Policy.
- All other School policies will be observed.
- Trial lessons will be available to assess whether it is suitable for the student.
- A consent form **MUST** be signed by the parent to allow teaching to take place. The School are gathering consent through an online form.

Supporting children not in school

The Elms School is committed to ensuring the safety and wellbeing of all its Children and Young people.

The Elms School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at The Elms School need to be aware of this in setting expectations of pupils' work where they are at home.

Assemblies and. Chapels will run every week, along with form tutor contact time, to ensure that pastoral support and time with other pupils is available to the children whilst away from school.

Supporting children in school

Should a partial opening be possible and when catering for 'Key Worker' children, The Elms School is committed to ensuring the safety and wellbeing of all its students.

The Elms School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Elms School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

The Elms School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

Peer on Peer Abuse

The Elms School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi- agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on Safeguard and appropriate referrals made.

Appendix 1 - Staff Guidelines for Online Teaching

Staff Guidelines for Remote Learning

1. Staff should only use school- registered accounts, never personal ones.
2. Staff should wear work appropriate clothing as should everyone in the household. This should be normal school attire. This applies for every live or recorded lesson.
3. Staff should ensure that environments used for pre-recorded sessions or live streaming are suitable with no bedrooms, bathrooms or inappropriate objects or information visible. Staff are reminded that children would not be invited routinely into teachers' homes, therefore the strictest professional standards should always be maintained. Now is not the time to reveal personal details about your home or family.
4. Language must be professional and appropriate, including from any family members in the background.
5. Any IT systems or online platforms should be approved by SLT- staff should not use any online mechanisms until they have been fully approved by SLT.
6. Staff should be aware of pupils in their classes who may have difficulty accessing aspects of online learning and try their best to make lessons accessible to them.
7. Consider the needs of vulnerable children, those with SEND and CP needs.
8. Pastoral staff should remind pupils as to the safeguarding policy appendix and how they can report concerns.
9. Please remind pupils of the AUP agreements they have signed and they have agreed to abide by before starting any live lesson. The rules are the same.

Live/Pre-recorded lessons

10. At the start of each live session, remind pupils that the session is being recorded.
11. Ensure you understand the GDPR regulations, Safeguarding rules and that you have consent for every pupil in your class before starting a live lesson.
13. Ensure settings have been checked before starting any live lesson: who can join? Who can chat? Who can start a stream?
14. Consider how students can ask questions or for help.
15. Set ground rules- when and how can pupils speak?
16. The live class should be recorded using Microsoft Teams so that if any issues were to arise, the video can be reviewed.
17. Live classes should be kept to the timings allocated on the timetable, to allow for the day to run as smoothly as possible.
19. Log any problems or incidents on Safeguard if appropriate, or on Isams Wellbeing Manager if academic or pastoral.